



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

कार्यालय प्रधान मुख्य आयकर आयुक्त, उ० प० क्षेत्र, आयकर भवन, सेक्टर 17-ई, चण्डीगढ़।

O/o The Principal Chief Commissioner of Income Tax, NWR, Aayakar Bhawan,
Sector- 17-E, Chandigarh, Tel. /Fax: 0172-2544245

F.No.: Pr.CCIT/CHD/EB/H. Allot./2023-24/ 2610-11

Dated: 18.01.2024

To

The Directorate General of Income Tax (Inv.), Chandigarh.
The Pr. Commissioner of Income Tax – I & II, Chandigarh.
The Commissioner of Income Tax (Admin. & TPS), Chandigarh.
The Commissioner of Income Tax – (Audit), (Exemptions), (ITAT-I & II), (TDS-I & II), (Appeals-I & II), Chandigarh.
The Addl. Director General of Income Tax (DTRTI), (I&CI), Chandigarh.
The Addl. Director of Income Tax (International Taxation), Chandigarh.
The Addl. Commissioner of Income Tax (Central Circle), Chandigarh.
The Income Tax Officer (Hq.)(Admin.), O/o the Pr.CCIT, Chandigarh.

Sir/Madam,

Sub: Allotment of residential accommodation at Chandigarh in Sector-43B, 36B and 39B – Submissions of online applications for Allotment year 2024-25– regarding


1. As per instructions, issued vide this office's letter F.No. Pr. CC/Chd/EB-2/ House Allotment/2016-17/2596 dated 17.08.2016, every Government officer/official who desires to have an allotment made or wants change in the existing accommodation shall submit his/her application online from **25.01.2024 (10:00 am onwards) to 25.02.2024 (upto 06:00 pm) at <https://incometaxchandigarh.org/>** in Facilities menu by clicking on "House Allotment at Chandigarh Station only" option from the drop-down menu. It must be ensured that the following particulars in the online proforma shall be filled in properly and the duly concerned DDO verified printout of the same should be forwarded to this office:

- i) Name of the officer/official
- ii) Name of the post
- iii) Date of birth
- iv) Category of the applicant
- v) Date of joining in the Government services
- vi) Date of joining in the Income Tax Department
- vii) Date of joining in the qualifying Grade Pay for the type of government accommodation applied for
- viii) Pay as on 01.01.2024
- ix) Date of increment/pay last fixed

- x) Date of joining in the tri-city on transfer/new joining/promotion (if change of category of quarter)
2. Incomplete applications or applications received **before 25.01.2024 & after 25.02.2024** shall not be considered.
3. All the allottees are requested to follow the instructions given in the O.M. No. 13/531/2012-TS dated 01.10.2012 received from the Deputy Director of Estates, Govt. of India, New Delhi (copy enclosed).
4. It is requested that all the officers/officials are made aware of the following rules also-
- i) Every employee desirous of an allotment of residential house shall apply online within one month of reporting for duty in Tri-City.
- ii) In case anyone becomes entitled for higher type of accommodation, he/she shall apply afresh, otherwise he/she will neither get the type of accommodation originally applied by him (being not entitled) nor the higher type of accommodation (as he/she has not applied for the same).
- iii) It is also requested that this may please be brought to the notice of all officers/officials working under your administrative control and a copy may also be displayed on the Notice Board.


Yours faithfully

Encl: As above


(Rajinder Sharma)
Income Tax Officer (Hq.)(Admn.-II)
Chandigarh

Copy to:-

1. The Dy. Commissioner of Income Tax(Hq.)(Admn.), O/o the Pr. CCIT, NWR for kind information and request to open the window for online application on **25.01.2024 at 10:00 AM.**


(Rajinder Sharma)
Income Tax Officer (Hq.)(Admn.-II)
Chandigarh

NO. 13/531/2012-TS
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, New Delhi.
Dated the 01.10.2012

Office Memorandum

Sub. : Advisory to the allottees of General Pool Residential Accommodations (GPRAs).

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In the context of the subject cited above, the undersigned is directed to forward herewith a copy of the Advisory to the allottees of General Pool Residential Accommodations (DOs and DON'Ts).

2. It is requested that this advisory may be brought to the notice of all the allottees of GPRAs working in your Department/Ministry including the other eligible offices/organisation for their kind information and compliance.

(J.P. Rath)

Deputy Director of Estates

All Secretaries to the Government of India.

Copy to:-

1. Director General (W), CPWD, Nirman Bhavan, New Delhi.
2. CMD, NBCC, NBCC Bhavan, Lodi Road, New Delhi.
3. JS (L&W), Ministry of Urban Development, Nirman Bhavan, New Delhi.
4. DD(Computer) with the request to release this OM in the web site of the Directorate of Estates.
5. Senior Technical Director (NIC) with a request to ensure that the Advisory come out through the system as an Annexure by default alongwith the Allotment Letters in all categories/types of houses with an indication to this effect in the allotment letters itself.

(J.P. Rath)

Deputy Director of Estates

Ministry of Urban Development

Directorate of Estates

ADVISORY TO THE ALLOTTEES OF GENERAL POOL RESIDENTIAL ACCOMMODATION (GPRA)

A. DOs:

1. The allottee shall maintain a good standard of cleanliness of the house/premises.
2. The outlets of wash basins and floor traps shall be maintained clean and free from leftovers so as to prevent clogging.
3. The allottee may immediately inform the CPWD/NBCC Service Centre in case of leakage, seepage or blocking of drain/gutters.
4. The allottee shall use only good quality of electrical appliances so as not to subject the electrical installations to any damage.
5. Air conditioners should be procured only through manufacturer or their authorized dealers and be of reputed make.
6. The maintenance of the AC units should be entrusted to the authorized/qualified service centers only.
7. All the electric appliances and all the air conditioners and stabilizers of ACs must be kept off when not in use.
8. The repairs of electrical wiring/fittings in the house shall be got done only through CPWD/NBCC maintenance staff. In case of any damage only qualified electrician shall be engaged to remove faults in electrical installations.
9. The allottee shall water the plants, lawns and hedges from time to time as per need so that they are maintained in good health.
10. The allottee will take care of the flora and protect them from any sort of damage.
11. The allottee will plant any new plants, shrubs or trees only in consultation with CPWD/NBCC maintenance staff.

12. The allottee will ensure that the occupants of their servant quarters will maintain good/hygienic conditions and also do not create inconvenience to others.

B. DON'TS :

1. The allottee shall not undertake/let any unauthorized construction in the premises.
2. The allottee shall not tamper with any water supply, sanitary and other fittings/fixtures.
3. The allottee shall not dump any dismantled or other materials or furniture on the roofs, balconies in common areas or over sun-shades.
4. The allottee should not prevent designated staffs of CPWD/NBCC from carrying out repair/inspection works during office time. They should not also stop CPWD/NBCC staff from cleaning over-head tanks. They should cooperate with CPWD/NBCC staff so that the work in the quarter including adjoining quarters can be carried out properly.
5. The allottee will not use residential accommodation for any other purpose.
6. The allottee shall not cut or prune any trees without proper order from the competent authority.
7. The allottee shall not store any plastic bottles, broom, scrubs or dusters in the electric distribution box.
8. The allottee shall not tamper with any electrical fittings and wires in the house.
9. The installed light and power switches shall not be misused for heavy duty electrical equipments.
10. The allottee should not undertake any change in servant room viz. pantry, toilet attached to flat/bungalow.
11. The allottee should not undertake any change in internal plumbing work.

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